

## Accountant 3 - Payroll

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Company: Pioneer Data Systems

Location: Tampa, Florida

Category: business-and-financial-operations

### Position Details:

Our client, a world-leading Pharmaceutical Company in Tampa, FL is currently looking for a Payroll Analyst III to join their expanding team.

Job Title: Payroll Analyst III / Canadian Payroll / REMOTE WORK

Duration: 11 months contract, extendable up to 24 months

Location: Remote Worker

Client Location: Tampa, FL

Note:

The client has the right-to-hire you as a permanent employee at any time during or after the end of the contract.

You may participate in the company group medical insurance plan

Job Description

Fully Remote position, Manager prefers candidates in EST & CST only

Will support Canadian Team with payroll processes for over 800 employees in Canada

E-personality is the payroll system used (however experience in this is not mandatory)

Bachelor's degree is preferred but not required for this position, however that would limit possibility of conversion to full time employee in the future

Must have Payroll processing experience, Canadian Payroll processing will be a plus

Familiarity with Canadian Laws and regulations is a huge plus

Will work in end to end payroll processes including Case Management, employee inquiries, etc

Analytical Skills, organized and self-starter

MS Excel skills preferred

Our client announced plans to separate our Consumer Health business to create a new publicly traded company.

The process of the planned separation is anticipated to be completed within 24 months, and it will be subject to legal requirements including consultation with works councils and

other employee representative bodies, as required, and other customary conditions and approvals.

It is anticipated that, following conclusion of the transaction, this position may be conveyed with New Consumer Health.

In that case, details of any planned changes would be provided to the successful candidate by New Consumer Health at an appropriate time and would be subject to any necessary consultation processes.

### Position Summary

The Payroll Analyst is responsible for ensuring all payrolls are delivered timely, accurately, and in compliance with company policies and regulatory requirements in the North America cluster, which includes the US and Canada.

This role will support the uploading of all payroll and time & attendance data, using various systems/tools. Plus, data validations, reviewing and approving payroll results, supporting employee and manager inquiries.

The Payroll Analyst role will be responsible for supporting the Cluster Payroll Lead with the

development and maintenance of payroll and time & attendance systems, practices, and procedures for the US and Canada, as well as ensuring accurate and updated documentation of these requirements.

This role will also support the Cluster Payroll Lead on interactions with internal and external stakeholders (e.g. HR, Finance, third party payroll provider, etc) and Third Party Vendors.

The Payroll Analyst role will report into the Cluster Payroll Lead for the North America cluster, which also includes the following countries: US and Canada.

This position will be mainly responsible the payroll and time & attendance systems uploads and maintenance for the cluster.

#### Key Responsibilities:

Processing of country time & attendance and payroll inputs/uploads using the country specific payroll vendor template(s) and ensuring the timely and accurate processing of all payroll cycles

Manage payroll inputs related to time & attendance, base pay, disability and leaves, work schedule changes, new hires, employee movement, separations (final pay, severance),

organization changes (e.g., M&A), job and pay changes, and one-time payment requests with third party payroll provider or in-house payroll processing team.

Typically works on more complicated and/or sensitive transactions.

May review and validate Payroll Analyst or Payroll Coordinator transactions

Support Cluster Payroll Lead with collaboration across HR in-country and other functions to ensure all data is complete and received and uploaded within payroll deadlines for processing

Manage payroll and time & attendance systems with third-party payroll provider or in-house processing team

Support the development of internal and external communications for specific payroll processes.

Responsible for annual payroll calendar, payroll elements, year-end updates and proactively communicate to HR/management/employees as appropriate.

Make recommendations to Cluster Payroll Lead on time & attendance and payroll systems topics for countries in the cluster

Liaison with payroll vendor (TPV) regarding upgrades/changes to time & attendance and payroll system when required.

Monitor employee and manager inquiry volumes to identify trends, manage performance, and improve processes

Execute, in accordance with globally established standards, processes for SOX compliance, internal controls, and required regulatory/statutory requirements (including payroll record data maintenance)

Update and maintain time & attendance and payroll process and administration documentation

Support payroll projects and cross-functional projects with payroll dependency

Qualifications - External

Bachelors degree or equivalent is required

A minimum of 3-5 years of prior experience in time & attendance/payroll processing / payroll operations and payroll systems are required

Strong knowledge of time & attendance and payroll processing systems are required (processes, regulations, vendor landscape, etc.)

Prior Experience with payroll and time & attendance systems, processes, procedures, controls, regulations, and compliance are preferred

English language proficiency is required

Strong analytical and problem-solving skills. Attention to details a must.

A high degree of confidentiality, data protection assurance, conformity with Pharmaceutical policies, procedures, external regulations, and agencies is required

A sense of urgency in resolving customer requests and an ability to work under pressure, multi-task, and meet deadlines

Excellent verbal and written communication skills

Knowledge and/or Experience with the ADP GlobalView, ADP eTime, Kronos, Salesforce Service Cloud, Workday is preferred

Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) desirable

Strong research skills required

Strong interpersonal skills and the ability to successfully work with internal stakeholders and colleagues to contribute ideas, identify opportunities, and contribute to positive outcomes.

Cultural awareness and an ability to work with a multitude of people across the US and Canada

Prior experience in a multi-national company, and/or experience in a Service Center

Environment preferred

Knowledge and/or Experience with Knowledge Management artifacts such as Desktop Procedures (DTPs) is preferred

Coordinator

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